



Public Affairs

HQ AIR INTELLIGENCE AGENCY ANNIVERSARY PROGRAM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

This instruction implements AFD 35-2, *Public Communications Program*. It provides guidance and procedures for the administration of the Air Intelligence Agency (AIA) Anniversary Program. This instruction identifies offices of primary responsibility (OPR), their duties and responsibilities. This instruction applies to HQ AIA directorates and major staff offices and the 67th Intelligence Wing (67 IW). It does not apply to AIA-gained Air National Guard and Air Force Reserve units.

1. Program Objectives. The HQ AIA Anniversary Program outlines annual events that are held to recognize and celebrate the anniversary of AIA and its predecessor Air Force organizations (United States Air Force Security Service [USAFSS], Electronic Security Command [ESC], and Air Force Intelligence Command [AFIC]). The program outlines the collective efforts of AIA personnel involved in the anniversary events; it establishes the duties and responsibilities for the OPRs and offices of collateral responsibility.

2. Definitions. Unique organizations and positions are defined and used throughout this instruction include:

2.1. Nonfederal Entity. A nonfederal entity is any private organization that, for purposes of this instruction, fosters continued awareness of the mission and accomplishments of the United States Air Force, in general, and of USAFSS and its successor organizations (ESC, AFIC, and AIA). These entities provide association members a forum for professional, social, educational, and humanitarian services.

2.2. Nonfederal Entity Active Duty Liaison. A nonfederal entity active duty liaison is a field grade officer appointed by the Commander (AIA/CC) to act as official liaison between AIA and nonfederal entities. Responsibilities include coordinating between the AIA events coordinator and nonfederal entities on AIA Anniversary Program events.

2.3. AIA Remembrance Ceremony. The AIA Remembrance Ceremony is an annual ceremony held at HQ AIA in front of the EC-47 Memorial. The ceremony is conducted to honor the military men and women killed in action, and comrades who have died during the last year. Intelligence unit closures are also remembered.

2.4. Hall of Honor Induction Ceremony. The Hall of Honor Induction Ceremony is an annual ceremony held at HQ AIA. Several inductees are selected based on contributions to USAFSS, ESC, AFIC, and AIA. Inductees are honored with their pictures and names permanently displayed on plaques in the Hall of Honor in the B. A. Larger Auditorium.

3. Events. In recognition of the agency's anniversary, the following officially recognized events are held in the September or October timeframe each year. OPRs include:

- 3.1. AIA Anniversary Golf Tournament--AIA/XR (Directorate of Plans and Requirements).
- 3.2. AIA Remembrance Ceremony--67 IW.
- 3.3. AIA Picnic--AIA/DO (Directorate of Information Operations).
- 3.4. AIA Hall of Honor Ceremony--AIA/DP (Directorate of Personnel).
- 3.5. AIA Anniversary Banquet--AIA/LG (Directorate of Logistics).

4. Duties and Responsibilities. The following information provides program guidance, duties, and responsibilities.

4.1. The Commander (HQ AIA/CC):

4.1.1. Appoints a field grade officer annually to oversee all activities.

NOTE: This individual is hereafter referred to as the events coordinator and is not necessarily the same as the nonfederal entity active duty liaison.

4.1.2. Annually approves the schedule of events.

4.2. The Events Coordinator:

4.2.1. Establishes an annual schedule of events and submit the schedule to AIA/CC for approval.

4.2.2. Coordinates with the nonfederal entity active duty liaison officer on the schedule of events.

4.2.3. Conducts periodic working groups to ensure all required actions are accomplished.

4.2.4. Monitors and coordinates with AIA/JA (Staff Judge Advocate) and AIA/FM (Directorate Of Financial Management And Comptroller) on all expenditures of AIA resources and funds.

4.2.5. Conducts a lessons-learned meeting and ensures the lessons learned are incorporated into next year's program.

4.2.6. Establishes and maintains a continuity book including a master copy of all program checklists and official correspondence.

4.2.7. If required, appoints OPRs for any additional tasks (for example, static displays).

4.3. AIA Nonfederal Entity Active Duty Liaison. Assists the events coordinator as required and serve as the primary liaison between AIA elements and nonfederal entity.

4.4. AIA OPRs:

4.4.1. Accomplish all actions necessary to conduct their event.

4.4.2. Closely coordinate their event's agenda or program with the appropriate nonfederal entity committee chairpersons.

4.4.3. Coordinate and receive approval from the events coordinator on all expenditures of AIA resources or funds.

4.4.4. Maintain a continuity book and checklists of all required actions that include protocol, security, and safety.

4.4.5. Review checklists on an annual basis and update as required.

4.5. AIA/PA (Public Affairs):

4.5.1. Advertises all authorized events.

4.5.2. Coordinates civilian news media coverage of all events.

4.6. AIA/CS (Staff Support) and AIA/CAG (Action Group). AIA/CS and AIA/CAG provide protocol, command presentations, and commander's action group support as required.

4.7. Other AIA Offices and Organizations. Provide assistance as required by the events coordinator and or the AIA nonfederal entity liaison officer.

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Commander